



Subject: Welcome to your new company UFIX LTD

Dear Mrs, Mr,

It is with great pleasure that my colleagues and I welcome you to the team at Company UFIX LTD's. We are delighted that you have accepted our job offer and we hope that you will quickly feel comfortable in our offices and in your new position. You will discover our various activities and I hope you will grow, learn and make new acquaintances that will allow you to work in the best possible conditions. In any case, I am convinced that our collaboration will be fruitful.

We wish you a pleasant stay at your office and a pleasant discovery of our premises. If you have any questions that may have escaped us when you were preparing for your arrival, please do not hesitate to contact me as I am entirely at your disposal on this day and in the coming days.

You will also find on your workstation, documents concerning the values and mission of your new company. Take your time to consult them.

Once again, welcome to Company UFIX LTD.

Mr. X, CEO of UFIX LTD.